

**Western Oregon University Board of Trustees:
Finance & Administration Committee (FAC)
Meeting No. 16 – June 3, 2019
Public Site: Hamersly Library, Room 301-A
12:00 PM – 4:00 PM
MINUTES**

I. CALL-TO MEETING/ ROLL CALL

Committee members present: Jaime Arredondo, Gayle Evans, Ana Karaman, Gavin Keulks, Cec Koontz

Others present: Cheryl Beaver, Scott Beaver, Camarie Campfield, Rebecca Chiles, Reina Daugherty, Rex Fuller, Hilary Holman Kidd, Richard Kavanagh, Bill Kernan, John Leadley, Dave McDonald, Sue Monahan, Darin Silbernagel, Michael Smith, Michele Van Deusen, Dona Vasas, Christeena Whitfield

II. COMMITTEE CHAIR'S WELCOME / ANNOUNCEMENTS

Chair Koontz welcomed everyone to the meeting.

III. CONSENT AGENDA

1) Approval April 4, 2019 Meeting Minutes

Keulks made a motion to approve the minutes. Evans seconded the motion and all were in favor.

IV. DISCUSSION ITEMS:

1) Emergency Operations Plan – *Rebecca Chiles, Director Campus Public Safety*

Chiles provided an update on the status of the Emergency Operations Plan. After final edits it will be published. Chiles presented one of the emergency supply bags that were purchased with the money that was awarded for upgrading our emergency equipment. There is a bag for each floor of each building. The supplies include a defibrillator, escape ladders, a water purification system, beans and rice, among other things.

2) University Budget Advisory Committee – *Richard Kavanagh and Cheryl Beaver, Co-Chairs*

Kavanagh and Beaver shared that they received mainly positive feedback from the campus survey on the UBAC process. The committee received a memo



from President Fuller that outlined the funded proposals. The results were mostly aligned with what the committee had recommended.

3) [University Technology Advisory Committee](#) – *Bill Kernan, Co-Chair*

Kernan shared that UTAC is currently discussing DUO two factor authentication, learning management system options, WOU mobile, and a technology plan. Sub-committees have been formed to carry out the work and make recommendations.

4) [Modernizing Accounting & Business Services](#) – *Christeena Whitfield, Controller*

Whitfield shared that the office has been discussing objectives around improving process efficiencies and establishing best practices. They are also working on improving quality of receivables, educating campus on accounting processes, and increasing financial reporting and process self-sufficiency.

5) [Capital Projects](#) – *Michael Smith, Director Facilities Services*

A website was created to showcase the capital projects. A new space advisory committee was formed. Smith provided an update on summer projects.

6) [Salem Capital Project](#) – *Dr. Ana Karaman, Vice President Finance & Administration*

Karaman shared that we found a building in Salem that meets the needs of WOU: Salem. It is a great location, has parking on site, is across from green space and near Starbucks. The building is being sold for considerably less than the \$4m it was last sold for. Multiple funding options were provided and discussed.

7) [Quasi-Endowment Update](#) – *Dr. Ana Karaman, Vice President Finance & Administration*

The quasi-endowment is now two-thirds invested and is already making money.

8) [Bond Proceeds & Transfer Back Date](#) – *Camarie Campfield, Budget Manager*

This will be completed by the end of the fiscal year.

V. ACTION ITEMS:

1) [FY2019 Financial Update](#) – *Camarie Campfield, Budget Manager*



a. FY19 Management Report (as of April 30, 2019)

Campfield shared that revenue is down due to low enrollment. Auxiliaries are on par and there are no red flags in designated operations. A discussion took place about enrollment. Arredondo made a motion to recommend the management report to the full board for approval. Keulks seconded the motion and all were in favor.

2) FY2020 Budget – *Dr. Ana Karaman, Vice President Finance & Administration*
Camarie Campfield, Budget Manager

McDonald provided a legislative update. The budget is \$100-120m over the Governor's Recommended Budget. If we get the full 1% for sports lottery it will nearly double what we have been receiving. Moreno shared that fee remissions are up \$1.6m. We will have an adjusted budget in the fall once enrollment and state funding are known. Keulks made a motion to recommend the budget to the full board for approval. Evans seconded the motion and all were in favor.

3) Fund Balance Target – *Dr. Ana Karaman, Vice President Finance & Administration*

A discussion took place about changing the fund balance target. Now that the promise rate is being phased out such a large fund balance is not as necessary. Decreasing it would allow us to invest in strategic initiatives and keep tuition rates lower.

Arredondo made a motion to recommend lowering the fund balance target to the full board for approval. Evans seconded the motion. Koontz was in support. Keulks was in opposition.

VI. June 12, 2019 BOARD MEETING PREPARATION

The committee discussed the action items that will be brought forward to the full board.

VII. ADJOURNMENT

The meeting was adjourned at 3:46pm.